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ABSTRACT

Produced by the Wisconsin Department of Public Instruction's Division for Library Services (DLS) for use by applicants for Library Services and Construction Act (LSCA) grants, this guide describes the funding categories and priorities, requirements and criteria by which grants are rated, and the grant review and award process. Recommendations of both the LSCA Advisory Committee and the DLS staff are reflected in these guidelines, as well as changes in federal funding levels and state priorities as indicated in the companion volume, "Long-Range Plan for Library Services in Wisconsin 1987-1992." This manual provides a summary of the procedures for applying for an LSCA grant; a legislative chronology of LSCA; an outline of the six titles of LSCA and the purpose(s) of each title; a description of LSCA grant program eligibility; a summary of the projected LSCA budget for 1988-89; a description of the LSCA Advisory Committee membership requirements, functions, and responsibilities; a listing of members of the LSCA Advisory Committee; a list of DLS staffmembers who can assist with grant ideas and applications procedures; the LSCA Title I and Title III schedules for 1988-89; the LSCA Title II schedule for 1988-89; and descriptions of grant categories for 1988-89, the grant process and procedures, and policy on conflict of interest. The appendix contains forms that are used for LSCA programs. (CGD)

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LSCA INFORMATION

and GUIDELINES for WISCONSIN

1988-1989

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Wisconsin Department of Public Instruction
Herbert J. Grover, State Superintendent

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**LSCA Information
and Guidelines
for Wisconsin
1988-89**

**Prepared by
Bureau for Library Development
Division for Library Services
Wisconsin Department of Public Instruction
Herbert J. Grover, State Superintendent**

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Introduction

The *LSCA Information and Guidelines for Wisconsin 1988-89* has been produced by the Wisconsin Department of Public Instruction Division for Library Services (DLS) to describe the federal act, the funding categories and priorities, requirements and criteria by which grants are rated, and the grant review and award process. These guidelines reflect recommendations of both the LSCA Advisory Committee and DLS staff, as well as changes in federal funding levels and state priorities as reflected in the *Long-Range Plan for Library Services in Wisconsin 1987-1992*. The recommendations are considered by the state superintendent of public instruction, who has responsibility for making the final decisions.

Potential LSCA applicants are sent a letter and a brief list of the grant categories and libraries eligible for funding under the LSCA program in October of each year. If potential applicants are interested in applying for an LSCA grant and want more information, they notify the division and the division sends them a copy of the LSCA Information and Guidelines for Wisconsin, the *Long-Range Plan for Library Services in Wisconsin*, and application forms.

The *Long-Range Plan for Library Services in Wisconsin 1987-92* is an essential companion document to these guidelines. DLS staff and the LSCA Advisory Committee consider the long-range plan when determining grant categories for the year. LSCA applicants are expected to use the long-range plan for guidance and information when writing LSCA grants.

Overview of the Library Services and Construction Act

The Library Services and Construction Act (LSCA), known originally as the Library Services Act, has been in existence since 1956. Over a 24-year period, Wisconsin's libraries have received over \$31 million in federal assistance. The act is referred to as P.L. 98-480.

Legislative Chronology

- 6/19/56 - P.L. 84-597. Library Services Act
(Public library services for rural areas only)
- 2/11/64 - P.L. 88-269. Library Services and Construction Act
(Added library services to urban areas and Title II, Construction)
- 7/17/66 - P.L. 89-511. Added Title III, Interlibrary Cooperation and Title IVA
(Institutions) and IVB (Physically Handicapped)
- 12/30/70 - P.L. 91-600. Library Services and Construction Act.
(Consolidated Titles I, IVA and IVB, emphasized services to low-income families, provided for strengthening state library administrative agencies and metropolitan libraries which serve as national or regional resource centers.)
- 5/3/73 - P.L. 93-29. Library Services and Construction Act amended by the "Older Americans Comprehensive Services Amendments of 1973" to add a new Title IV, entitled "Older Readers Services." (This title has not been funded.)
- 10/19/73 - P.L. 93-133. Library Services and Construction Act amended by the "National Foundation on the Arts and the Humanities Amendments of 1973" to enlarge the definition of "public library" to include research libraries meeting specific criteria.
- 8/21/74 - P.L. 93-380. Library Services and Construction Act amended by the "Education Amendments of 1974" to add program priority for service to areas of high concentrations of persons of limited English-speaking ability.
- 10/7/77 - P.L. 95-123. Library Services and Construction Act amended to extend the program through 1982, and requires that:
 - (1) Federal funds spent for administration must be matched with state or other non-Federal funds;
 - (2) The base year for meeting maintenance of effort (spending levels) requirements for services for handicapped and institutionalized persons be changed from FY 1971 to the second preceding fiscal year; and
 - (3) Additional emphasis be placed on strengthening major urban resource libraries.
- 3/83 - P.L. 98-8. Emergency Jobs Bill provided one-time funding for Library Services and Construction Act, Title II.
- 10/17/84 - P.L. 98-480. Library Services and Construction Act amended to extend the program through 1988. Titles IV (Indian Tribes and Hawaiian Natives), V (Foreign Language Materials Acquisitions) and VI (Library Literacy Programs) were added.

LSCA Titles and Purpose

The LSCA has six titles. Titles I, II and III are administered by DLS. Titles IV, V and VI are grant programs administered directly by the U.S. Department of Education. Even though Title V is authorized, there has never been an appropriation to fund it. Titles I and II of LSCA are limited to grants that benefit public libraries. The primary focus of Title III is to coordinate the resources of all types of libraries.

Title I

- To extend public library services to areas and populations without these services.
- To improve public library services to areas and populations to ensure that these services are adequate to meet user needs.
- To provide library services for the disadvantaged in urban and rural areas.
- To make library services more accessible to handicapped individuals.
- To provide library services for the blind and physically handicapped.
- To strengthen state library administrative agencies.
- To strengthen major urban resource libraries.
- To establish, expand, and operate programs and projects to provide state institutional library services.
- To strengthen metropolitan libraries that serve as national or regional resource centers.
- To improve access to public library services and resources for individuals.
- To provide library services for the elderly.
- To assist libraries to serve as community information referral centers.
- To assist libraries in providing literacy programs.

Title II

- To assist in the construction and renovation of public libraries.

Title III

- To plan for, establish, expand, and operate local, regional or interstate cooperative networks of libraries and to plan for statewide resource sharing.

Title IV

- To establish, extend, and improve public library services to Indian people living on or near reservations and Hawaiian natives.

Title V

- To assist state libraries and public libraries in the acquisition of foreign language materials.

Title VI

- To assist state libraries in coordinating and planning literacy programs and making arrangements for training librarians and volunteers.
- To assist public libraries in promoting the use of voluntary services in providing literacy programs, acquiring materials for literacy programs, and using library facilities for literacy programs.

LSCA Grant Program Eligibility

Organizations eligible to apply for LSCA funds are listed under each grant category. Grants can be made directly to public institutions or organizations with a legal basis in Wisconsin statutes. To award grants to nonpublic institutions, nonprofit corporations, and some libraries other than public libraries, a bid process must be utilized, or a waiver of bid filed by the division and approved by the governor's office. The bid process requires that there be a competitive bid based on specifications in order to grant a contract to a nongovernmental body. In waiving of bid process, there must be justification of the need for the work to be performed and justification that only a specified non-governmental body can perform this work.

Under the law defining the Library Services and Construction Act:

'Public library' means a library that serves free of charge all residents of a community, district, or region, and receives its financial support in whole or in part from public funds. Such term also includes a research library, which, for the purposes of this section, means a library which -

- (A) makes its services available to the public free of charge;
- (B) has extensive collections of books, manuscripts, and other materials suitable for scholarly research which are not available to the public through public libraries;
- (C) engages in the dissemination of humanistic knowledge through services to readers, fellowships, educational and cultural programs, publication of significant research, and other activities; and
- (D) is not an integral part of an institution of high education.

DPI has the authority to make the definition of public library more restrictive than the federal law in respect to specific grant categories; but the agency cannot broaden it.

Certain grant categories listed in these guidelines are restricted for application purposes to public libraries and public library systems. By these terms, DPI means libraries and library systems established under Chapter 43 of the Wisconsin Statutes. Some grant categories are further restricted to exclude public libraries which are not members of public library systems.

Libraries not established under Chapter 43 but fitting into the broader definition of public library used in the law are eligible for grant categories which are not restricted to public libraries and public library systems and for categories in which they are specifically mentioned.

LSCA Budget Summary 1988-89

The amounts of funds projected to be available for the grant year beginning July 1, 1988 through June 30, 1989 are: LSCA Title I: \$1,619,316, (\$1,544,316 estimated appropriation plus \$75,000 estimated carryover); LSCA Title II: \$432,113; and LSCA Title III: \$377,527 (\$347,527 estimated appropriation plus \$30,000 estimated carryover).

<u>Title I</u> <u>Category</u>	<u>Preliminary</u> <u>Amount*</u>	
SA - State Agency/LSCA Administration	\$ 256,000	Noncompetitive
DB - Statewide Database Project (WISCAT)	278,183	Noncompetitive
WC - WISCAT Production and Distribution	137,490	Noncompetitive
CD - CD-ROM Experimentation	51,540	Noncompetitive
DE - System Demonstration	30,000	Noncompetitive
CP - County Planning	1,500	Noncompetitive
UR - Major Urban Resource Libraries	95,240	Noncompetitive
SNS - Special Needs Systems	175,000	Competitive
PL - Planning Library Systems	50,000	Competitive
RL - Regional Library for the Blind	20,000	Noncompetitive
PLS - Public Library Standards	100,000	Competitive
SNPL- Special Needs Public Libraries	75,000	Competitive
RR - Reading Readiness	71,050	Competitive
AU - Automation Projects	45,000	Competitive
CO - Conversion of Library Records-General	123,403	Competitive
CO - Conversion of Library Records-Unique	35,000	Competitive
INC - Institution Library Coordination	35,000	Noncompetitive
IN - Institution Library Services	40,000	Competitive
TOTAL	1,619,316	
<u>Title II</u>		
PLC - Public Library Construction	432,113	Competitive
<u>Title III</u>		
DB - Statewide Database Project (WISCAT)	92,727	Noncompetitive
WC - WISCAT Production and Distribution	100,000	Noncompetitive
SD - Multitype System Demonstrations	120,000	Noncompetitive
CO - Conversion of Library Records-General	44,800	Competitive
CO - Conversion of Library Records-Unique	20,000	Competitive
TOTAL	\$377,527	

*The LSCA Advisory Committee and the state superintendent will revise these amounts based on the actual amount of LSCA funds available (There was no final federal appropriation as of October 1, 1987.), applications submitted and other factors before final awards are made.

LSCA Advisory Committee

A state advisory council on libraries is authorized by U.S. Code 351a(8), 351d. To receive LSCA funds for each fiscal year, the state must establish such an advisory council and submit with its state plan a list of members. In Wisconsin, the LSCA Advisory Committee serves this purpose.

Membership on the LSCA Advisory Committee. The advisory council must be broadly representative of public, academic, school, special, institutional libraries and libraries serving the handicapped, and of persons using such libraries, including disadvantaged persons in the state.

Members of the LSCA Advisory Committee are appointed by the state superintendent upon recommendation by the Division for Library Services' staff and others. Members serve three-year terms.

Functions and Responsibilities of the LSCA Advisory Committee. The areas of responsibilities of the Committee include advising DLS and state superintendent on the following.

- The development of the Long-Range Plan for Library Services in Wisconsin.
- Policy matters arising from the administration of the LSCA state plan.
- Establishment of annual LSCA criteria, priorities and categories.
- The LSCA process and calendar for each year.
- LSCA grant applications and recommendations for grant awards.
- Evaluating LSCA grants.

Wisconsin LSCA Advisory Committee Membership

Term Ending 6/30/88	Term Ending 6/30/89	Term Ending 6/30/90
Josephine Zipsie Baraboo Public Library R230 Fourth Avenue Baraboo, WI 53913 (608/356-6166)	Mohammed Aman School of Library and Information Science UW-Milwaukee P.O. Box 413 Milwaukee, WI 53201 (414/963-4707)	Barbara Larson Steteson Elementary School Stetsonville, WI 54480 (715/678-2600)
Robert Carmack UW-Superior Library 18th and Grand Superior, WI 54880 (715/394-8101, Ext. 346)	Charlotte McEssy 361 Forest Avenue Fond du Lac, WI 54935 (414/921-3418)	Patricia LaViolette Brown County Library 515 Pine Street Green Bay, WI 54301 (414/497-3491)
Carol Erickson LaCrosse Public Library 800 Main Street LaCrosse, WI 54601 (608/784-1499)	John Nichols Oshkosh Public/Winnefox Library System 106 Washington Avenue Oshkosh, WI 54901 (414/236-5211)	Morris Reece Dr. John Bryant Neighborhood Center 601 21st Street Racine, WI 53403 (414/636-9235)
Sue Center UW-Madison Law School Library 975 Bascom Mall, Room L140 Madison, WI 53706 (608/262-1499)	Robert Pfeiffer Milwaukee Public Library 814 West Wisconsin Avenue Milwaukee, WI 53233 (414/278-3050)	Carol Stanke Menasha Public Schools 449 Ahnaip Street P. O. Box 360 Menasha, WI 54952 (414/729-4740)
Lois Schwab 6705 Shamrock Glen Middleton, WI 53562 (608/831-3678)	Marijane Reich Library/Media Center Mendota Mental Health Inst. 301 Troy Drive Madison, WI 53704 (608/244-2411, Ext. 277)	David Weinhold Eastern Shores Library System 710 Plaza 8 Sheboygan, WI 53081 (414/459-3412)

Consultation

Consultation on grant ideas and application procedures is available from DLS staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Peg Branson, LSCA program coordinator, at (608) 266-2413.

<u>Grant Category</u>	<u>Contact Person</u>	<u>Telephone Number</u>
SA - State Agency/LSCA Administration	Larry Nix	(608) 266-7270
DB - Statewide Database Project(WISCAT)	Sally Drew	(608) 221-6161
WC - WISCAT Production and Distribution	Sally Drew	(608) 221-6161
CD - CD-ROM Experimentation	Sally Drew	(608) 221-6161
DE - System Demonstration	Don Lamb	(608) 267-9225
CP - County Planning	Don Lamb	(608) 267-9225
UR - Major Urban Resource Libraries	Peg Branson	(608) 266-2413
RU - Rural Library Service	Don Lamb	(608) 267-9225
SNS - Special Needs Systems	Frances de Usabel	(608) 266-0419
SNPL- Special Needs Public Libraries	Frances de Usabel	(608) 266-0419
RL - Regional Library for the Blind	Sally Drew	(608) 221-6161
PLS - Public Library Standards	Don Lamb	(608) 267-9225
PL - Planning Library Services	Anders Dahlgren	(608) 266-3874
RR - Reading Reading	Peg Branson	(608) 266-2413
AU - Automation Projects	Bob Bocher	(608) 266-2127
CO - Conversion of Library Records	Bob Bocher	(608) 266-2127
INC - Institution Library Coordination	Frances de Usabel	(608) 266-0419
IN - Institution Library Services	Frances de Usabel	(608) 266-0419
SD - Multitype System Demonstrations	Kay Ihlenfeldt	(608) 267-9280
PLC - Public Library Construction	Anders Dahlgren	(608) 266-3874

LSCA Title I and Title III Schedule for 1988-89

- September 22-23, 1987** – LSCA Advisory Committee meeting and public hearing
- October, 1987** – Letter notifying potential LSCA applicants
- November, 1987** – *LSCA Information and Guidelines for Wisconsin 1988-89* and applications mailed
- November 17, 1987** – ETN Session on LSCA for 1988-89 (process, calendar, categories).
- November 24, 1987** – ETN Session on LSCA Projects (public library construction, rural library service).
- December 1, 1987** – ETN session on LSCA Projects (special needs, reading readiness).
- December 8, 1987** – ETN session on LSCA Projects (retrospective conversion and WISCAT on CD-ROM).
- December 10, 1987** – LSCA information meeting for potential applicants, Wisconsin Rapids.
- December 15, 1987** – LSCA information meeting for potential applicants, Fond du Lac.
- January, 1988** – LSCA reviewer pool selected.
- March 1, 1988** – All LSCA applications due at DLS no later than 4:30 p.m.
- March, 1988** – LSCA applications distributed to reviewers and DLS staff and reviewer training session.
- March 31, 1988** – Reviewer reports due.
- April 14, 1988** – Reports sent to LSCA Advisory Committee.
- April 20-21, 1988** – LSCA Advisory Committee meeting (to approve 1988-89 grants).
- May 1-May 15, 1988** – LSCA grant negotiations.
- May 20, 1988** – Notification of LSCA grant awards and mailing of LSCA contracts and reporting forms.
- June 20, 1988** – All LSCA appeals filed (within 30 days of notification).
- July 1, 1988** – LSCA projects begin; contracts due.
- September, 1988** – LSCA Advisory Committee meeting and public hearing.
- February 1, 1989** – Six-month project evaluations due.
- June 30, 1989** – End of 1988-89 project year.
- August 15, 1989** – Final evaluations due; all claims submitted and projects closed

LSCA Title II Schedule for 1988-89

- September 22-23, 1987 - LSCA Advisory Committee meeting and public meeting.
- October 1987 - Title II program announcement mailed to all public libraries.
- November 24, 1987 - ETN session.
- December 10 and
December 15, 1987 - Title II information meeting (held in conjunction with LSCA meeting for Titles I and III).
- February 1988 - LSCA Title II reviewer pool selected.
- March 24, 1988 - Title II applications due at DLS no later than 4:30 p.m.
- March 25-28, 1988 - Initial review of Title II applications by DLS staff.
- March 29, 1988 - LSCA Title II reviewer training session/applications distributed to Title II reviewers.
- April 12, 1988 - Reviewer reports due at DLS.
- April 19, 1988 - Proof of availability of local matching funds due no later than 4:30 p.m.
- April 20-21, 1988 - LSCA Advisory Committee meeting.
- May 20, 1988 - Notification of provisional approval of grants by the state superintendent.
- June 20, 1988 - All LSCA appeals due at DLS (within 30 days of notification).
- August 1, 1988 - Final applications due.
- August 1 -
August 30, 1988 - State superintendent gives final approval of grants
- After final
approval - Applicants proceed with bidding of projects.
- Within 120 days
of final approval - Applicants award construction contracts.
- Fall 1988 - Construction begins.
- September 1988 - LSCA Advisory Committee meeting and public hearing.

Grant Categories 1988-89*

LSCA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each LSCA year.

There are competitive and noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to the specific applicant(s) and purpose(s) stated. If a category is listed as competitive, the eligibility base is broader and all eligible applicants may apply.

Title I

SA - Strengthening the State Library Agency/LSCA Administration

(Noncompetitive)

Estimated Total Expenditure: \$256,000

Eligible Applicant: Division for Library Services.

Purpose: Administer the LSCA program and strengthen the state library agency's ability to plan, monitor, report, and evaluate LSCA programs in accordance with federal regulations. The funds will support LSCA Advisory Committee meetings, the grant review and award process, administration of grant program and fiscal records, LSCA program coordinator, federal reporting, and publication of information on the grant program and projects.

Strengthen the state library agency by supporting statewide planning activities, selected statewide consultant services and support services in the Bureau for Library Development, general publication costs, and interloan personnel and data base searching for the Reference and Loan Library.

Related LSCA Purpose: To strengthen the state library agency.

DB - Statewide Database Project (WISCAT)

Estimated Total Expenditure: \$370,910

(Noncompetitive)

(\$278,183 Title I; \$92,727 Title III)

Eligible Applicant: Division for Library Services.

Purpose: Add unique titles; produce WISCAT COM master and CD-ROM master; produce of MARC fiche; produce monthly MARC supplements; LCCN consolidation on supplement; LCCN consolidation on database; authority control; extraction support; creation of cross index files; GPO conversion; statistics, salaries, and supplies.

Related LSCA Title I Purpose: To improve public library services.

*The dollar amounts will be revised based on the actual amount of LSCA funds available (There was no final appropriation as of October 1, 1987), applications submitted, and other factors before final awards are made.

WC - WISCAT Production and Distribution

Estimated Total Expenditures: \$237,490

(Noncompetitive)

(\$137,490 Title I; \$100,000 Title III)

Eligible Applicant: Division for Library Services.

Purpose: Produce approximately 550 copies of WISCAT for distribution to libraries throughout the state.

Note: One copy of WISCAT will be distributed at no cost to OCLC libraries, including one copy per processing center, to recognize their contribution of records to the database. (The 550 copies include 107 copies distributed at no cost to the OCLC libraries). One copy of WISCAT will be distributed at no cost to libraries starting retrospective conversion or participating in an LSCA conversion grant (see related information in the CO category). Copies of WISCAT to all other libraries, including additional copies to OCLC libraries, will cost \$250.00 per copy. The \$250 represents approximately 40 percent of the cost for a WISCAT. This payment is for the WISCAT that will be produced in March 1989. WISCAT's produced in March 1988 will be distributed at a cost of \$185.

Related LSCA Title I Purpose: To improve public library services.

CD - CD-ROM Experimentation

(Noncompetitive)

Estimated Total Expenditures: \$51,450

Eligible Applicant: Division for Library Services.

Purpose: Funds will be used to purchase CD-ROM hardware for public library system inter-library loan headquarters libraries pending successful completion of the feasibility test of WISCAT on CD-ROM during 1987-88.

Related LSCA Purpose: To improve public library services.

DE - System Demonstration

(Noncompetitive)

Estimated Total Expenditures: \$30,000

Eligible Applicants: Public library system.

Purpose: To demonstrating county wide public library service and public library system services for Florence County in 1987-88. The Florence County Library Planning Committee designated the Nicolet Library System to apply for and administer a grant.

Related LSCA Purpose: To extend and improve public library services in areas of the state which are without such services or where such services are inadequate.

CP - County Planning

(Noncompetitive)

Estimated Total Expenditure: \$1,500

Eligible Applicant: Florence County.

Purpose: To pay up to \$1,500 for the expenses associated with planning by a county library planning committee established according to Sec. 43, 11, Wis. Stats. in Florence County.

Related LSCA Purpose: To extend and improve public library services in areas of the state which are without such services or in which such services are inadequate.

UR - Major Urban Resource Libraries**(Noncompetitive)****Estimated Total Expenditure: \$95,240****Eligible Applicants:** Madison Public Library and Milwaukee Public Library.

Purpose: The Title I appropriation triggered the Major Urban Resource Libraries provision of LSCA. Major Urban Resource Libraries are defined as the public libraries in cities with populations greater than 100,000. In Wisconsin, Madison and Milwaukee are eligible. Funding is provided to Madison and Milwaukee to enable them to better serve residents of their communities, system areas, and the state. These libraries are encouraged to use these funds to strengthen their materials collections by purchasing materials or making their existing collections more accessible. The projects must benefit the communities and system areas in which the libraries are located. Materials should also be available statewide through existing interlibrary loan channels and policies. Madison is eligible for up to \$20,952. Milwaukee is eligible for up to \$74,288.

Related LSCA Purpose: To strengthen major urban resource libraries.

SN - Special Needs Systems**(Competitive)****Estimated Total Expenditures: \$175,000****Eligible Applicants:** Public library systems.

Purpose: Enable public library systems to coordinate and/or implement an aspect of their system plan for special needs populations. In accordance with this purpose, systems are encouraged to work with as many of their system member libraries as possible in developing services to special needs target groups.

Individuals with special needs are children, young adults and adults from among the following groups: the educationally, culturally and socio-economically disadvantaged in urban and rural areas (including functionally illiterate persons), the elderly, ethnic minorities (including but not limited to Native Americans and Hispanics), persons with limited English-speaking ability, physically and mentally disabled persons (including the developmentally disabled and the mentally ill) and those residing in institutions such as jails, halfway houses, nursing homes, etc. (See also the Institutions Category). Grants to develop information referral services/centers for special needs populations are also eligible.

Grants will be evaluated in terms of their consistency with the system plan for service to special needs populations. Therefore, only systems that have completed a planning process for special needs populations or a substantial portion of that plan are eligible in this category.

Related LSCA Purpose: To provide library services for the disadvantaged.

SNPL-Special Needs Public Libraries**(Competitive)****Estimated Total Expenditures: \$75,000****Eligible Applicants:** Public library system member libraries.

Purpose: Enable public library system member libraries in cooperation with their systems to plan and/or implement programs that will serve children, young adults and adults with special needs. Projects to enable public libraries to implement a planning process for special needs populations in their service areas are eligible in this category. (Special needs target groups are listed in the "Special Needs Systems" category).

Grants in this category should be consistent with the system plan for special needs populations and require the involvement of the system staff in the development of the project.

Related LSCA Purpose: To provide library services for the disadvantaged.

RL-Regional Library for the Blind and Physically Handicapped**(Noncompetitive)****Estimated Total Expenditures: \$20,000**

Eligible Applicant: Milwaukee Public Library for the Regional Library for the Blind and Physically Handicapped.

Purpose: To develop the concept of deposit collections at the area level, promote the use of Braille and talking book service, and train librarians in providing service to the blind and physically handicapped.

The Regional Library proposes to develop service centers of materials for use by eligible blind and disabled persons in each public library system and conduct training programs within each system. Seventeen mobile display shelving units would be purchased and filled with cassettes, flexible discs and rigid discs. The top of each unit would display a cassette machine, applications, brochures, catalogs, bibliographies and other promotional materials. The service centers could be kept at the resource library or rotated among libraries. Training programs would be conducted in each library system area covering all aspects of library service to blind and physically handicapped persons.

Related LSCA Purpose: To make library services more accessible to handicapped individuals.

PLS-Public Library Standards**(Competitive)****Estimated Total Expenditures: \$100,000****Eligible Applicants:** Public library system member libraries.

Purpose: To enable public libraries which have identified program deficiencies through the application of the checklists in Chapters 5-9 of the *Wisconsin Public Library Standards, 1987*, to progress toward meeting the minimum levels of effort identified in the checklists. Applicants who wish to apply for funds for meeting standards related to public library construction, retrospective conversion, WISCAT, and library services for persons with special needs, should apply under the specific categories for those services.

Wisconsin Public Library Standards, 1987 uses the library's municipal population (or county population in the case of a consolidated county library) as reported in the 1985 *Wisconsin Library Service Record* as the base for calculating per-capita measures. Therefore, applicants should use their library's municipal population in determining their library's level of

Libraries meeting minimum measurements in the Standards are not eligible applicants in this category. These libraries are encouraged to engage in a planning process to determine the level of service appropriate to meet community needs. (See also the LSCA Category PL - Planning Library Services.)

Related LSCA Purpose: To improve public library services.

PL-Planning Library Services**(Competitive)****Estimated Total Expenditures: \$50,000****Eligible Applicants:** Public library system member libraries and public library systems.

Purpose: To encourage local libraries to engage in long range planning and data collection as described in the *Wisconsin Public Library Standards, 1987, Planning and Role Setting for Public Libraries*, (ALA/PLA) and *Output Measures for Public Libraries*, (ALA/PLA). To enable public library systems to assist local libraries with long range planning by coordinating planning in the system area, by brokering planning assistance services, and by providing continuing education.

Related LSCA Purpose: To improve public library services.

RR-Reading Readiness**(Competitive)****Estimated Total Expenditures: \$71,050****Eligible Applicants:** Public library systems and public library system member libraries.

Purpose: To enable public library systems and public library system member libraries to demonstrate public library services to very young (0-5) children and their parents to encourage the development of reading readiness.

Related LSCA Purpose: To improve public library services.

AU- Automation Projects**(Competitive)****Estimated Total Expenditures: \$45,000**

Eligible Applicants: Public library systems and public library system member libraries. (Note: Only public library systems are eligible to submit grants under 3 below.).

Purpose: 1. To extract MARC records from the WISCAT database for use in microcomputer based circulation systems and online catalogs; 2. to sponsor or conduct workshops and other continuing education programs specifically related to library automation. Examples may include programs on online searching, use of microcomputers, use of spread sheets for library budgeting, online catalogs and circulation systems, and other automation related programs; 3. to conduct studies to determine the automation needs of a public library system as they specifically relate to the system's plan.

Related LSCA Purpose: To improve public library services.

CO-Conversion of Library Records-General**(Competitive)****Estimated Total Expenditures: \$168,203****(\$123,403 Title I; \$44,800 Title III)**

CO grants must be submitted on special CO application forms.

Eligible Applicants: Public library systems (Note: Projects must be submitted by systems, but may include any number of libraries and any types of libraries. Participating libraries, regardless of type, must be part of a grant submitted by the system in which they are located (joint system projects with one system administering the project are eligible). Conversion of records for public libraries will be paid for out of Title I. Conversion of records for school, academic and special libraries will be paid out of Title III. Participants may apply for up to 25 cents per title completed, not to exceed the actual cost of conversion. Each library participating in a grant and using the MITINET conversion system will receive a copy of WISCAT.).

Purpose: Funds will be used to assist libraries in conversion of library titles to machine-readable form in order to facilitate resource sharing of bibliographic information and materials and implement library automation projects.

Recipients of grants in this category must:

- Be willing to share the machine-readable bibliographic information with all Wisconsin libraries participating in the statewide data base project
- Be willing to participate in area sharing and to share unique materials statewide with libraries of all types, either directly or through a clearinghouse
- Conform to the MARC communications format for bibliographic records (both OCLCs online system and MITINET conform to the MARC standard)
- Be willing to continue conversion to update the data base reflecting new acquisitions and changes or deletions to previously converted titles, after the project ends

Funds may be used to convert bibliographic records for print materials (books, government documents, pamphlets, etc.), audiovisual materials (films, filmstrips, recordings, maps, cassettes, etc.) and computer software. **Conversion of serials holdings records will not be eligible for funding.** Libraries which are currently creating machine-readable records may only apply for funds for retrospective conversion of times which have been cataloged previously.

Applicants may apply for up to 25 cents per title completed, not to exceed the actual cost for conversion. Line items eligible for funding include personnel, equipment (**excluding microcomputers, printers, disk drives, monitors and floppy disks**), communication, vendor charges, training and travel. Line items not available for funding include space, utilities, overhead used during normal work hours or contingency charges, microcomputers and peripherals, and equipment previously purchased with LSCA funds. One copy of WISCAT will be distributed at no cost to libraries participating in an LSCA conversion grant.

Libraries may use the method of conversion which best meets their needs as long as the records created can be added to the statewide database. Since grants will be made on the basis of a set price per title, the benefits of cost efficiency will be realized by the library.

In addition to producing MARC records, the retrospective conversion method chosen should also take into consideration the following technical requirements. Grants utilizing methods which meet these requirements will be given preference. Grants utilizing methods which do not meet all of these requirements may be funded if the records created can be processed accurately and the addition does not unduly degrade the quality of the records in the state wide database. MITINET and the OCLC online system meet these requirements.

- Inclusion of the Library of Congress Number (LCCN) when available or the ISBN if the LCCN is not available.
- Method of determining accurately the record to be entered. (This can be determined by identifying the record to be entered in an online system or on microfiche or by using a check digit to detect inaccurate data entry.)
- Ability to add detailed holdings information (i.e., call number, collection information, copy information).
- Ability to supply change and delete transactions for holdings information in MARC format or in a format which can be processed by the statewide data base vendor.
- Ability to supply the data in machine-readable form in a format or media which can be processed by the stateside data base vendor.

Information on OCLC can be obtained through Wisconsin Interlibrary Services (WILS). Information on the microcomputer application (MITINET) can be obtained from Division for Library Services staff. Libraries must contact Division for Library staff on any other methods of conversion being considered.

Related LSCA Title I Purpose: To improve public library services.

**CO-Conversion of Library Records-Unique
(Competitive)**

**Estimated Total Expenditure: \$55,000
(\$35,000 Title I; \$20,000 Title III)**

Eligible Applicants: Public library systems. (Note: Projects may include any number of libraries and any types of libraries. Participating libraries, regardless of type, must be part of a grant submitted by the system in which they are located (joint system projects with one system administering the project are eligible). Conversion of records for public libraries will be paid for out of Title I. Conversion of records for school, academic and special libraries will be paid for out of Title III. Individual library budgets and subtotals by a) public libraries and b) all other libraries must be submitted. Participants may apply for up to \$1.00 per title completed, not to exceed the actual cost of conversion.)

Purpose: To enable libraries to convert their unique bibliographic records to machine-readable form. Unique titles are defined as titles in a library's collection that are not on WISCAT or the OCLC database and are not titles published in 1988 or 1989. This category is targeted at libraries with special or unique collections, or libraries that have most of their conversion completed but still have a small part of their collection that must be entered as original cataloging using MITINET/marc or OCLC. Any library participating in a CO-Unique grant must be able to document on the grant form the number of unique titles it wants to convert. This can best be done by: 1) a library that has already converted a substantial part of its collection and can readily identify those titles not on WISCAT or OCLC; or 2) a library that has a special collection that is not currently on WISCAT or OCLC. (A random sample can be done to determine the approximate number of titles not on WISCAT or OCLC).

Related LSCA Purpose: To improve public library services.

**IN - Institution Library Services
(Competitive)**

Estimated Total Expenditure: \$40,000

Eligible Applicants: State institution libraries, the Departments of Health and Social Services, Public Instruction, and Veterans Affairs and their institution libraries; public library systems; public library system member libraries.

Purpose: Funds are available for the following two purposes (these are not in priority order):

1. To demonstrate the extension of public library system and public library services to state institutions by providing funds for these types of libraries to work together to establish services in institutions where they do not currently exist or improve existing services. Eligible system services would be interlibrary loan, reference and referral services and delivery and communication systems.
2. Enable facilities (correctional, custodial, rehabilitative) funded by the state to develop and strengthen library services to residents through demonstration projects administered by the appropriate state agencies, institution libraries, public library systems or public libraries.

Related LSCA Purpose: To establish, extend and improve library services to people who are in state institutions.

INC - Institution Library Coordination

(Noncompetitive)

Estimated Total Expenditures: \$35,000

Eligible Applicant: Department of Health and Social Services.

Purpose: Continue to partially fund the position in the Department of Health and Social Services that provides coordination of state institution library services.

Related LSCA Purpose: To establish, extend and improve library services to people who are in state institutions.

Title II

PLC - Public Library Construction

(Competitive)

Estimated Total Expenditures: \$432,113

Eligible Applicants: Public library system member libraries.

Purpose: Funds are available for two purposes. (These are not in priority order. There are, however, priorities established within the two purposes. These are noted below.)

1. Funds are available on a matching basis to assist public libraries in expanding, remodeling or upgrading their physical facilities. Projects can include new construction, additions or renovations and retrofitting for energy conservation. For purpose #1, funds can be committed for 30 percent of a project's costs, to a maximum of \$125,000. (See below for the priorities established for purpose #1.)
2. Up to 10 percent of the state's total LSCA Title II allocation will be reserved for funding projects to remodel existing buildings to meet the handicapped access standards under the Architectural Barriers Act of 1968. For purpose #2, LSCA funds can be applied to up to 50% of the total eligible project costs. The maximum LSCA grant to any individual project is \$10,000. Applications will be examined by the Division for Library Services for compliance with applicable federal regulations and will be ranked by the Division on the basis of the number of persons residing in the city or village in which the library is located. Larger communities will receive the highest priority. Any funds not encumbered for handicapped accessibility remodeling will be made available for other LSCA Title II construction projects.

The priorities established for purpose # 1 above are:

First Priority: Libraries serving as a headquarters or resource library of a public library system established under sec. 43.19, Wis. Stats.

Second Priority: Libraries serving as centers of a county (or larger) subsystem within a multi-county system. The following considerations for determination of eligibility under the second priority are noted

- a. Libraries designated by the public library system or the county library board or committee as the county resource library are eligible.
- b. The library in a given county which owns the largest number of volumes as of December, 1983 and which has the highest combined materials acquisition expenditures for 1983, 1984, and 1985 is eligible.
- c. A county library service which does not operate a public library facility to provide direct service to the public is not eligible for this priority.
- d. Only one library in each county may be eligible for this priority.
- e. Where conflicts arise, the state superintendent will make the final determination of eligibility for this priority.

Third Priority: Community libraries, outlets, and branches which are members of public library systems established under sec. 43.19, of the Wisconsin Statutes.

Applications in the First Priority will have 30 points added to the cumulative reviewers' scores; applications in the Second Priority will have 15 points added to the cumulative reviewers' scores.

Title III

DB – Statewide Database Base Project (WISCAT)

(Noncompetitive)

Estimated Total Expenditures: \$370,000

(\$278,183 Title I; \$92,727 Title III)

Eligible Applicant: Division for Library Services.

Purpose: For information on DB-Statewide Database see page 11.

Related LSCA Title III Purpose: To plan for, establish, extend and operate cooperative networks of libraries.

WC – WISCAT Production and Distribution

(Noncompetitive)

Estimated Total Expenditures: \$207,030

(\$117,883 Title I; \$89,147 Title III)

Eligible Applicant: Division for Library Services.

Purpose: For information on WC-WISCAT Production and Distribution see page 12.

Related LSCA Title III Purpose: To plan for, establish, extend and operate cooperative networks of libraries.

CO – Conversion of Library Records – General

(Competitive)

Estimated Total Expenditure: \$168,203

(\$123,403 Title I; \$44,800 Title III)

Eligible Applicants: Public library systems.

Purpose: For information on CO-Conversion of Library Records-General see pages 16-17.

Related LSCA Title III Purpose: To plan for, establish, extend and operate cooperative networks of libraries.

CO – Conversion of Library Records – Unique

(Competitive)

Estimated Total Expenditure: \$55,000

(\$35,000 Title I, \$20,000 Title III)

Eligible Applicants: Public library systems.

Purpose: For information on CO-Conversion of Library Records-Unique see page 18.

Related LSCA Title III Purpose: To plan for, establish, extend and operate cooperative networks of libraries.

Multitype System Demonstrations

(Noncompetitive)

Estimated Total Expenditures: \$120,000

Eligible Applicants: Arrowhead, Nicolet, and Winding Rivers Library Systems.

Purpose: Enable these systems to continue extending system services to other types of libraries in their system areas. Allocation of funds within this category will be made by the LSCA Advisory Committee based on proposals submitted. (Library materials may not be purchased with Title III funds.)

Related LSCA Purpose: To plan for, establish, extend and operate cooperative networks of libraries.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms (general, retrospective conversion, and construction) and the *LSCA Information and Guidelines for Wisconsin 1988-89* may be obtained from the Division for Library Services, Bureau for Library Development, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707 (608-267-9222). Eligible organizations are listed with each grant category. Some LSCA categories are restricted to certain libraries or organizations. Applicants **must** use the LSCA application forms supplied by the Division for Library Services.

There are general requirements for all LSCA grant applications. In addition to general requirements, all grant proposals are rated against criteria. (Retrospective conversion and construction grants have separate sets of criteria.) The requirements and criteria correspond to the information requested on the application forms.

B. Review Process and Procedures

Noncompetitive Grants:

1. DLS staff will review all noncompetitive grant applications to ensure compliance with application requirements.
2. DLS staff will send grant application abstract and budget sections and other information to the LSCA Advisory Committee (April 1987).
3. DLS staff will report to the LSCA Advisory Committee. The LSCA Advisory Committee will review and discuss noncompetitive grant applications and make recommendations to DLS (April 29-30, 1987).
4. DLS staff will review the LSCA Advisory Committee recommendations (April-May 1987).
5. The DLS Administrator will draw up a list of grant awards for review by the state superintendent (May 1987).

Competitive Grants:

1. Grant reviewers will be appointed by the Division and provided training in grant review procedures (January-March 1988).
2. DLS will review all competitive grant applications to ensure compliance with selected application requirements, e.g., that they have come in on time, that they have appropriate signatures and that they have been submitted by eligible applicants (March 1988).
3. Each reviewer, working independently, will complete a criteria rating form for each application (March 1988).
4. Each reviewer will independently rank all grant applications based on the total points awarded on the rating sheet (March 1988).
5. The Division staff will consolidate points from individual grant reviewers and send this information, grant application and budget sections and other information to the LSCA Advisory Committee (March-April 1988).

6. DLS staff will report to the LSCA Advisory Committee. The LSCA Advisory Committee will review and discuss competitive grant applications and reviewer rankings and make recommendations to DLS (April 20-21, 1988).
7. The division administrator and staff will review the LSCA Advisory Committee recommendations and contact grant applicants when necessary (April-May 1988).
8. The division administrator will draw up a list of grant awards for review by the state superintendent (May, 1988).

C. Award Process and Procedures

1. The State Superintendent will review and make a final determination in regard to all non-competitive and competitive grant applications. (May, 1988)
2. The State Superintendent will notify all applicants, LSCA Advisory Committee members and grant reviewers of final grant decisions. The consolidated criteria ranking form will be sent to all applicants. (May, 1988)
3. Title II projects receiving preliminary approval in May 1988 will submit a final application before August 1. Final approval of Title II grant awards will be made by the State Superintendent prior to August 30, 1988.

D. Appeal Process and Procedures

1. Applicants will have an opportunity to appeal decisions of the Department of Public Instruction as outlined pursuant to the provisions of LSCA 20 U.S.C. 351 et. seq, the implementing regulations at 34 C.F.R. 76.401.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.
4. No later than 10 days after the hearing the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes or regulations that govern the applicable program, the Department of Public Instruction shall rescind its action.
6. If the Department of Public Instruction does not rescind its final action after a review under this paragraph, the applicant may appeal to the Secretary of Education. The applicant shall file a notice of the appeal with the Secretary within 20 days after the applicant has been notified by the Department of Public Instruction of the results of the agency's review. If supported by substantial evidence, findings of fact of the Department of Public Instruction are final.
7. The Secretary may also issue interim orders to the Department of Public Instruction as he or she may decide are necessary and appropriate pending appeal or review.
8. If the Secretary determines that the action of the Department of Public Instruction was contrary to federal statutes or regulations that govern the applicable program, the Secretary issues an order that requires the Department of Public Instruction to take appropriate action.

9. The Department of Public Instruction shall make available at reasonable times and places to each applicant all records of the agency pertaining to any review or appeal the applicant is conducting under this section, including records of other applicants.
10. If the Department of Public Instruction does not comply with any provision of this section, or with any order of the Secretary under this section, the Secretary immediately terminates all assistance to the Department of Public Instruction under the applicable program.

E. Administration of Grants

Organizations administering grants are responsible for the following:

1. Sign an LSCA contract and return it to the Division for Library Services.
2. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. (No funds designated "Administrative Retention" or "Administrative Overhead" will be approved except for the University of Wisconsin, where an 8% administrative charge is usually applied to LSCA projects.)
3. Implement the project as outlined in the proposal or request in writing a change in the project. Requests for changes must be approved in writing by the DLS Administrator or designee.

Any changes necessary in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing prior to making the change. All final changes for 1987-88 projects must be made before May 1, 1988.

4. Use proper accounting procedures and ensure that audits are carried out in accordance with OMB (Office of Management and Budget) Circular A-128, "Audits of State and Local Governments."
5. Fill out monthly expenditure reports to claim funds.
6. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
7. Disseminate information about the project and include credit to the use of LSCA funds.
8. Maintain an inventory of and label all equipment purchased with LSCA funds.
9. Follow appropriate workmans compensation and unemployment compensation regulations. Project applicants may be responsible for paying workmans compensation and unemployment compensation.
10. Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

Other Restrictions

- Materials or equipment must continue to be used to carry out the purpose of the original proposal after funding is no longer available or be returned to the Division for Library Services.
- Materials developed and published through the use of LSCA funds may not be copyrighted, in order to encourage maximum dissemination.
- Library materials may not be purchased with Title III funds.

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSCA grant applications which are reviewed by the members of the Wisconsin LSCA Committee and grant reviewers.

The members of the LSCA Advisory Committee and LSCA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as proposer or as one whose institution will benefit from the decision made by the Committee. In order to respond to this circumstance, the following provisions are made.

1. An individual cannot serve as a reviewer of a grant application proposed officially by the individual, by the individual's superior in employment or employer, or by a board or other governing body of which the individual is a member.
2. An individual may serve on the LSCA Advisory Committee even if it will consider a grant application proposed officially by the individual, by the individual's superior in employment or employer, or by a board or other governing body of which the individual is a member. However, the individual may not participate in the discussion of a proposal with which they have such a conflict of interest, make motions regarding the proposal or vote on the proposal.
3. An individual cannot serve as a reviewer if the individual would be a direct financial beneficiary of the action being considered.
4. An individual may serve on the LSCA Advisory Committee even if the individual might be a direct financial beneficiary of an action which might be considered. However, the individual may not participate in the discussion of an action with which they have such a conflict of interest, make motions regarding the action or vote on the action.

The determination of whether or not a conflict of interest exists shall be made by the chair of the LSCA Advisory Committee or the administrator of DLS, as appropriate, or by duly adopted motion of the Committee. A ruling of the chair may be overridden by due parliamentary action.

Appendix

Included with this document are some of the forms that are used for the LSCA grant program. The forms are included for your information; copies of the forms to be filled out by grant recipients are sent out during the project year.

The forms with this document are: the Final Project Evaluation—General; Final Project Evaluation—Retrospective Conversion; Six-Month Project Evaluation—LSCA Title I and Title III; Project Application Rating Form—General; Project Application Rating Form—Retrospective Conversion; and Project Application Rating Form—Title II.

P
I
Wisconsin Department of Public Instruction
FINAL PROJECT EVALUATION—GENERAL
LSCA TITLE I AND TITLE III
PI-2441 B (Rev. 10/86)

INSTRUCTIONS: Complete and return to:
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES (DLS)
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Project Title		Project Number
Name of Library, Agency, Organization or Individual Administering Project:		
Person Designated as Administrator of Project:		Total Federal Funds Used:
Person Completing Form:		Date Mo./Day/Yr.

Describe the project (what was done, when, how and by whom).

2. To what extent did the project achieve the objectives stated in the project application? (Describe any changes made in the project objectives during the year.)

3. What plans, if any, have you made for follow-up or continuation of this project?

Comments (For example: What problems did you encounter while implementing this project that would make it difficult to implement elsewhere? List two or three things, if possible, which would have made this a more successful project.)

Attach to this form any materials relevant to this project evaluation: comparative statistics, news clippings, testimonial letters, reports, reactions from participants or residents of the community, etc. Two copies of materials produced with LSCA funds, must be attached.

INSTRUCTIONS: Complete and return to:
 WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
 DIVISION FOR LIBRARY SERVICES (DLS)
 125 SOUTH WEBSTER STREET
 P.O. BOX 7841
 MADISON, WI 53707

Project Title	Project Number
Name of Library, Agency, Organization or Individual Administering Project	
Designated Administrator of Project	
Person Completing Form	Date Mo./Day/Yr.

CONVERSION METHOD

Check one: ☐ OCLC ☐ MITINET

Number of titles actually converted by this method _____

Number anticipated of total titles which were to be converted during the grant year by this method _____

Personnel Costs

	Estimated Total Hours per person	Local Funds	Federal Funds	Total Funds
Position 1 Title				
Position 2 Title				
Position 3 Title				

Non-Personnel Costs

Computer terminal	\$	\$	\$
Communications costs	\$	\$	\$
OCLC charges	\$	\$	\$
Vendor charges	\$	\$	\$
Training & Travel	\$	\$	\$
Others Specify	\$	\$	\$
TOTAL	\$	\$	\$

Total federal funds	Total No. of titles converted	Federal cost per title	Grand total	Total No. of titles converted	Cost per title
\$	+	= \$	\$	+	=

OCLC CONVERSIONS ONLY

Estimate percentage of the records which required editing in addition to inputting the local call number or modifying the 049 field: Check one

☐ Less than 20% ☐ 20% - 40% ☐ 40% - 60% ☐ 60% - 80% ☐ Over 80%

Estimate percentage of titles found on OCLC: Check one

☐ Less than 20% ☐ 20% - 40% ☐ 40% - 60% ☐ 60% - 80% ☐ Over 80%

Were titles not found on OCLC input as original cataloging?

☐ Yes ☐ No

If no, do you plan on inputting original cataloging informatyion at another time?

☐ Yes ☐ No

MITINET CONVERSIONS ONLY

Number of titles matched on WISCAT = hit rate WISCAT Number of titles searched	Number of titles matched on MARC fiche = hit rate MARC Number of titles searched
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Attach to this form any materials relevant to this project evaluation: comparative statistics, news clippings, testimonial letters, reports, reactions from participants or residents of the community, etc.

1. What plans, if any, have you made for follow-up or continuation of this project?

2. Comments *Example: What problems did you encounter while implementing this project that would make it difficult to implement elsewhere?*

Wisconsin Department of Public Instruction
SIX-MONTH PROJECT EVALUATION—
LSCA TITLE I AND TITLE III
PI-2442 (Rev. 10-86)

INSTRUCTIONS: Complete and return to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES (DLS)
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Project Title

Project Number

Name of Library, Agency, Organization or Individual Administering Project:

Person Completing Form:

Date Mo./Day/Yr.

Briefly describe your progress on this project to date. Include any problems, etc. that have developed.

INSTRUCTIONS: Rate the grant applications according to the criteria provided.
 Submit to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES (DLS)
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Category	Number	Grant Applicant	Project Title	Total Score
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Criteria

(Roman numerals refer to grant application sections)

RATING SCALE: 9 = Outstanding, 7 = Very Good, 5 = Satisfactory, 3 = Fair, 1 = Poor

	9	7	5	3	1	SCORE
1. Needs Assessment: description of the need or problem which generated the project, including supporting evidence. (VI)	☐	☐	☐	☐	☐	_____
2. Planning Process and Participation: description of process and groups involved in the planning, including potential users of the service. (VII)	☐	☐	☐	☐	☐	_____
3. Relevance to Planning Documents: description of how the project is relevant to information in the Long-Range Program for Library Services in Wisconsin and system and individual library planning documents. (VIII)	☐	☐	☐	☐	☐	_____
4. Goals and Objectives: description of goals and objectives in terms of end results of the project. (IX)	☐	☐	☐	☐	☐	_____
5. Implementation: description of project activities (what-how-by whom) and a project timetable. (X)	☐	☐	☐	☐	☐	_____
6. Evaluation and Dissemination: description of project evaluation methods and plans for dissemination of results. (XI)	☐	☐	☐	☐	☐	_____
7. Future Plans: description of plans for continuation. (XII)	☐	☐	☐	☐	☐	_____
8. Budget: description of budget and applicability to proposed project. (XIII)	☐	☐	☐	☐	☐	_____
9. Overall merit of proposed project.	☐	☐	☐	☐	☐	_____
						TOTAL: _____
10. Conditions for award of LSCA grant:						
A. Identify any budget conditions you would recommend before this grant is funded.						
B. Identify any content or other conditions you would recommend before this grant is funded.						
11. In your judgment does this project fit the LSCA category in which the applicant is applying for funds. ☐ Yes ☐ No						
If no, explain why.						

Wisconsin Department of Public Instruction
PROJECT APPLICATION RATING FORM—
RETROSPECTIVE CONVERSION
 LSCA Title I and Title III
 PI-2439 Rev. 10/86

INSTRUCTIONS: Rate the Grant Application according to the criteria provided.
 Submit to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
 DIVISION FOR LIBRARY SERVICES (DLS)
 125 SOUTH WEBSTER STREET
 P.O. BOX 7841
 MADISON, WI 53707

Category	Number	Grant Applicant	Project Title	Total Score
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Criteria

(Roman numerals refer to grant application sections)

RATING SCALE: 9 = Outstanding, 7 = Very Good, 5 = Satisfactory, 3 = Fair, 1 = Poor

	9	7	5	3	1	SCORE
1. Needs Assessment: description of the need or problem that generated the project, including supporting evidence. (VI)	☐	☐	☐	☐	☐	_____
2. Planning Process and Participation: description of process and groups involved in the planning. (VII)	☐	☐	☐	☐	☐	_____
3. Relevance to Planning Documents: description of how the project is relevant to information in the Long-Range Program for Library Services in Wisconsin and system and individual library planning documents. (VIII)	☐	☐	☐	☐	☐	_____
4. Participation in Resource Sharing: description of participation in resource sharing. (IX)	☐	☐	☐	☐	☐	_____
5. Goals and Objectives: description of goals and objectives in terms of end results of the project. (X)	☐	☐	☐	☐	☐	_____
6. Evaluation and Dissemination: description of project evaluation methods and plans for dissemination of results. (XI)	☐	☐	☐	☐	☐	_____
7. Implementation: description of conversion methods, procedures and timetable. (XII)	☐	☐	☐	☐	☐	_____
8. Budget: Description of budget and applicability to proposed project. (XIII)	☐	☐	☐	☐	☐	_____
						TOTAL: _____
9. Conditions for award of LSCA grant:						
A. Identify any budget conditions you would recommend before this grant is funded.						
B. Identify any content or other conditions you would recommend before this grant is funded.						
10. In your judgment does this project fit the LSCA category in which the applicant is applying for funds. ☐ Yes ☐ No						
If no, explain why.						

Wisconsin Department of Public Instruction
PROJECT APPLICATION RATING FORM—GENERAL
 LSCA Title II
 PI-2435 (Rev. 10/86)

INSTRUCTIONS: Rate the grant applications according to the criteria provided.
 Submit to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARY SERVICES (DLS)
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Category	Number	Grant Applicant	Project Title	Total Score
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Criteria

(Roman numerals refer to grant application sections)

RATING SCALE: 9 = Outstanding, 7 = Very Good, 5 = Satisfactory, 3 = Fair, 1 = Poor

	9	7	5	3	1	SCORE
1. Needs Assessment (Physical Facility): Description of the space needs or condition of the existing facility which generated the building program; use of appropriate measures to delineate need (V.1. and building program statement)	☐	☐	☐	☐	☐	_____
2. Needs Assessment (Community Service and Support): Description of how the current facility hampers library service; service improvements to result from the building program; need for non-local funding (V.2., and building program statement)	☐	☐	☐	☐	☐	_____
3. Planning Process and Participation: Description of the planning process and the roles of groups and individuals involved (V.3.)	☐	☐	☐	☐	☐	_____
4. Planning (Space Allocation): Adequacy of proposed space allocations to meet the requirements of the services outlined in the building program (V.4., and building program statement)	☐	☐	☐	☐	☐	_____
5. Planning (Building Program Statement): Clarity and thoroughness of the building program statement as a tool for the planning groups and architect in designing a useful facility (V.5., and building program statement)	☐	☐	☐	☐	☐	_____
6. Implementation: Description of the individuals and groups involved with implementing the project; their roles and responsibilities; include project timetable (V.6.)	☐	☐	☐	☐	☐	_____
7. Relevance to Planning Documents: Description of how service improvements resulting from the building project relate to the Long-Range Plan for Library Services in Wisconsin (V.7.)	☐	☐	☐	☐	☐	_____
8. Overall merit of the proposed project	☐	☐	☐	☐	☐	_____
						TOTAL: _____